

TO: *Special Planning Consultant for the NSC.*

SUBJECT: Semi-Annual Report to the President's Board of Consultants  
on Foreign Intelligence Activities

In response to your request for a narrative statement covering the activities of this Staff for the period of 1 November 1956 to 1 May 1957 we are submitting the following for inclusion in the subject report.

1. *Two* Three of the Management Staff projects overshadow all others in importance for this reporting period. They are: (a) Progress made in a revision to the Agency's regulation on Tables of Organization   Operating officials desiring to make minor organizational changes to meet changes in work load found that securing approval for the proposed action required excessive time and paper work. The Chief, Management Staff presented to officials a proposal for a revision in the regulation which was enthusiastically received. This proposal places responsibility and the authority for minor organizational changes closer to the actual operating levels. (b) The successful completion of the trial period of the Staffing Development Complement installed by Management Staff in the Office of Communications - - This concept provides better control over the numbers and the status of personnel by the identification of the employees who are actively and directly contributing to the mission and other personnel not so assigned. The Chief, Management Staff and the Director of Personnel composed a report to the Career Council asking for an extension to the remainder of the Agency of the most successful phases of the concept.

2. A revised policy on the content of Agency regulatory issuances -- This policy facilitates the use of regulations by separating policy matters from procedural instructions *elimination of unnecessary redundancy*

3. The Records Management Staff has now succeeded in scheduling 90% of all Headquarters records for retirement to the Records Center, destruction or permanent retention. *Completion will be made on 1 July '57*

5 ~~4~~ Organization and Management studies continued to be profitable sources of uncovering unnecessary work and providing solutions to administrative problems.

4 ~~3~~ In order to provide greater assistance to all organizations in the Agency in the mechanizing of their administrative efforts, two new specialists in the utilization of business machines were added to the Management Staff. *(this machine utilization leadership now is composed of a 4-person unit.)*

   
Chief, Management Staff

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